



Policy: 2403
Procedure: 2403.01
Chapter: Facilities Management
Rule: Tobacco Free Facility

Effective: 03/01/06
Replaces: 2403
Dated: 06/21/01

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) is dedicated to providing a healthy and productive work environment for our employees and juvenile. Due to the hazards of smoking and exposure to second hand smoke and state law prohibiting tobacco use at safe school sites (secure facilities), ADJC shall protect our employees and juveniles from the dangers of smoking in compliance of ARS §36-601.01, 02.

Rules:

1. **ALL ADJC EMPLOYEES, VISITORS, VOLUNTEERS, CONTRACTORS, AND VENDORS** shall not have tobacco products inside ADJC secure facilities. **ALL ADJC EMPLOYEES, VISITORS, VOLUNTEERS, CONTRACTORS, AND VENDORS** shall not use tobacco products on or about ADJC secure facility properties which include the parking lots. Tobacco products include:
 - a. Cigarettes;
 - b. Cigars;
 - c. Smokeless tobacco;
 - d. Chewing tobacco;
 - e. Snuff.
2. **EMPLOYEES** shall ensure that ash trays are not located within ADJC secure facilities or their parking lots.
3. **EMPLOYEES** shall adhere to "No Smoking" signs posted at all facilities entrances, exits, and parking lots.
4. **EMPLOYEES** shall ensure all visitors comply with provisions of this procedure.
5. **MANAGERS AND/OR SUPERVISORS** shall ensure that any violations of this procedure may result in disciplinary action to employees in accordance with the Procedure 2003.04 Employee Misconduct.
6. **MANAGERS AND/OR SUPERVISORS** shall ensure the continued compliance of a Smoke-Free Work Place.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By::
03/01/06	James Hillyard		
03/15/06	Implementation Date—Michael Branham		